

# Aboriginal Health Conference 2020

4 AND 5 JULY 2020 | PARMELIA HILTON PERTH



## Conference Reimbursement Process

Thank you for attending the Aboriginal Health Conference 2020.

It is important you note that if you wish to make a claim, the attached form **MUST** be completed and sent to Rural Health West **NO LATER than Monday 3 August 2020** otherwise your reimbursement will NOT be claimable or processed.

*Reimbursements are available for the following items:*

### Fuel

Costs for actual fuel usage that can be supported by tax invoices are reimbursable. Please note that EFTPOS docketts from the service station will not suffice. Only travel to and from the conference is reimbursed NOT fuel used in and around Perth if you use it for other purposes.

Note: if you are claiming this amount it is recommended that you:

1. Fill up your vehicle before departing your home town
2. Refill your vehicle upon arrival at your home town.

### Air Travel

Should have been booked through our travel provider (Corporate Traveller) so no claim should be required unless you purchased airline tickets personally. If you did book and pay for your air travel, we require a copy of the itinerary and Tax Invoice for you and your partner (if applicable) from the airline.

***Please obtain Tax Invoices/receipts for all expenses. EFTPOS and Credit Card vouchers are NOT Tax Invoices/Receipts.***

### IMPORTANT: Reimbursement process:

1. If you paid your reimbursable expenses with a business credit card / cheque (i.e. a business expense) you must raise a Tax Invoice (including ABN) to make your claim. This is an ATO requirement as there is a GST implication. Please do NOT complete the attached GST claim form and retain your receipts for your records.
2. If you pay or have paid your reimbursable expenses with your own personal credit card or cheque please complete the Conference Reimbursement Form. Please ensure that your original receipts are attached.

For any queries, please contact:

**Rural Health West Events Coordinator**

**T (08) 6389 4500**

**E [events@ruralhealthwest.com.au](mailto:events@ruralhealthwest.com.au)**

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## Conference Reimbursement Form

As outlined some travel expenses for the Weekend are refundable through Rural Health West. This comprises of flight costs (if purchased personally) and fuel expenses for those travelling by private transport. Please see attached instructions for claiming reimbursements and return the form/s to the address below.

Claims should be received by Rural Health West **no later than Monday 3 August 2020** otherwise your reimbursement will NOT be claimable.

**Tax Invoices must be provided from Service Station/Petrol provider – EFTPOS receipts are NOT sufficient for this claim.**

Name: \_\_\_\_\_

Practice/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Invoice Date	Supplier's Name	Purpose	Amount (inc GST)	GST
Total Reimbursement:				

I request that you reimburse me for the expenses as detailed above. Original invoices to support this request are attached. Where the GST is charged on such invoice, I agree to the GST credit being transferred to Rural Health West. I certify that the expense(s) were directly incurred on your behalf.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bank details for EFT payment direct into your bank account	
BSB	____ / ____
Account Number	_____
Account Name	_____

**Please return with tax invoices/receipts to:**

Events Coordinator  
Rural Health West  
PO Box 433  
NEDLANDS WA 6909